



RESERVE BANK OF INDIA
Human Resource Management Department
Belapur, Navi Mumbai

**Engagement of Bank's Medical Consultant (BMC) on Contract Basis with
Fixed Hourly Remuneration at Reserve Bank of India, Belapur, Navi Mumbai**

[Applications](#) are invited from eligible candidates for preparing a panel of two (2) [Un-reserved -1 and OBC-1] **Bank's Medical Consultant (BMC)** to be engaged purely on contract basis, with fixed hourly remuneration for the dispensary at Bank's premises located at Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400 614.

(ii) Eligible and Interested candidates may apply as per the format given in [Annex-I](#). Application in a sealed cover should reach the Chief General Manager, Human Resource Management Department, Staff Section, Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400 614 **before 1700 hrs. on March 01, 2021**. The sealed cover should be super-scribed as '[Application for the post of Bank's Medical Consultant on contract basis with fixed hourly remuneration](#)'.

(iii) Candidates seeking reservation as OBC must ensure that they are entitled to such reservation and should also submit all the requisite certificates in the prescribed format in support of their claim along with the application.

(iv) Candidates are advised to thoroughly read this advertisement and satisfy themselves about their eligibility before submitting the application.

2.The rate of remuneration and the duty hours are tabulated below:

Sr. No	Name of Dispensary and Address	Working Days and Tentative working hours@
1	Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400 614	10:30 A.M. to 01.00 P.M. from Monday to Friday and 10:30 A.M. to 12:00 P.M on Saturday
2		01:00 P.M. to 5.30 P.M. from Monday to Friday

@Subject to change as per the requirement of the Bank

3. Eligibility Criteria

- i. Applicant should possess MBBS degree of any recognized university in the Allopathic system of medicine recognized by the Medical Council of India. Applicants with higher qualification are eligible to apply.
- ii. Applicant should have minimum two years' experience in practicing allopathic system of medicine in any hospital or clinic as a medical practitioner.
- iii. The applicant should have his/her dispensary or place of residence within a radius of 10-15 kms from the Bank's premises at the aforementioned location.

4. Remuneration, duty hours and other conditions:

- i. During the period of contract, a remuneration of ₹1000/- per hour will be paid. Out of the monthly remuneration so payable, a sum of ₹1000/- per month will be treated as conveyance expenses. Further, reimbursement of Mobile Charges at the rate of ₹1,000/- per month will be granted. No other facilities/perks will be payable to the BMC engaged on contract basis.
- ii. The engagement is purely on contract basis. No superannuation benefits viz. Pension, Provident Fund or Gratuity will be payable for the engagement. No leave, perquisites/facilities would be admissible. If required to attend a dispensary on any public holiday, compensation @ ₹1000/- per hour shall be paid.
- iii. Remuneration will be paid as per the actual duty hours performed and will be all inclusive.
- iv. The Bank reserves the right to review the rate of remuneration from time to time, change the duty hours as well as the dispensary at its discretion, in case it becomes expedient for administrative and operational requirements.
- v. Number of hours of engagement of a BMC can be increased up to 30 hours per week as per the requirement of the Bank. However, the total hours of engagement of a BMC shall not exceed 30 hours per week.
- vi. Contract for engagement will be for a period of three years. There will not be any renewal of engagement on completion of the contract period.

5. Modalities for selection

- i. The Bank will conduct an interview for the shortlisted candidates. The Bank reserves the right to raise the minimum eligibility criteria in order to limit the number of candidates to be called for interview. The decision of the Bank in this regard will be final. Mere fulfilling of the eligibility criteria does not entitle the candidate to be called for Interview. Apart from those who may be called for interview, the Bank will not entertain any correspondence with the applicants who are not found eligible / not considered eligible for interviews.
 - ii. Applicants shortlisted after the interview will be subjected to medical examination as per prescribed norms and other document verification process before being empaneled as BMC on contract basis. The cost of these medical tests will have to be borne by the applicant.
 - iii. Selected candidates will be empanelled/engaged subject to his/her being found medically fit and on acceptance of Terms and Conditions given in [Annex-II](#) and the Code of Conduct given in [Annex-III](#).
 - iv. The selected candidates shall have to enter into an agreement with the Bank before engagement of their service as Bank's Medical Consultant (on contract basis) with fixed hourly remuneration.
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**APPLICATION FOR ENGAGEMENT
OF BANK'S MEDICAL CONSULTANT (ON CONTRACT BASIS
WITH FIXED HOURLY REMUNERATION)
RESERVE BANK OF INDIA, BELAPUR**

Affix recent
passport size
photograph
with applicant's
signature

1.	Name in Full (In Block Letters)	Shri / Smt./ Kum.	
2.	Father's / Husband's Name	Shri	
3.	(a) Address	Residence:	Dispensary:
	(b) Phone No.	Landline:	Mobile:
	(c) E-mail ID		
	(d) Approximate Distance to the Bank's dispensary located at Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai- 400 614.	Approximate Distance from the applicant's Residence (in kms)	Approximate distance from the Dispensary/ Hospital where the applicant is currently working (in kms)
4.	Date of Birth in DD- MM-YYYY format (as recorded in School Leaving certificate) and Age (as January 1, 2021)		
5.	Place of Birth and Domicile		
6.	Nationality		
7.	Category*	OBC	GEN

*The candidates belonging to other categories are eligible to apply under General Category

8.	Educational Qualifications:				
Sr No	Degree / Diploma	University / Board		Year of Passing	Percentage / Class
9.	Particulars of any other course in medicine completed by the applicant				
Sr No	Course Name	Institute		Year of completion	
10.	Details of experience (Only experience gained after graduation should be stated)				
Sr No	Experience	From	To	Period	
				Years	Months
(a)	In Hospital (As a physician)				
(b)	As General Practitioner				
11.	Any other factors which the applicant would like to bring into account for considering his/her application				

I hereby declare that the information and particulars given by me in this form are true and correct. I also note that if any of the above information is incorrect or false or if any material information or particular has been suppressed or omitted therefrom, my engagement is liable to be terminated without notice or compensation in lieu of notice.

(Signature of applicant)

Place:

Date:

Instructions

1. All the details in the application form must be filled by the applicant.
2. Applications which do not contain the full particulars/incomplete applications are liable to be rejected.
3. Attested copies of certificates regarding educational qualifications, Identification details, age, work-experience, Medical Council registration, caste etc. should be enclosed with the application form.
4. If the candidate is working as a Medical Officer for any institution, the details thereof and working hours therein should also be indicated.

Engagement of Bank's Medical Consultant (BMC) on Contract Basis with Fixed Hourly Remuneration

Terms and Conditions of Contract

1. To attend to the Bank's dispensary as per the prescribed duty hours (or for longer period as may be necessary) excluding Bank holidays except days declared as holidays for purposes of half yearly closing and annual closing subject to the condition that the dispensary will not be kept closed for two successive days. The Bank may use the services of the BMC beyond the duty hours as mentioned above, depending on the necessity. The Bank reserves the right to use the services of BMC at its other dispensaries.
2. To give advice, prescribe medicines and administer injections free of charge to the members of staff including touring/ training/ trainee staff of the Bank, their family members including dependent parents and also to the retired employee members/their spouses who are members of the Medical Assistance Fund Scheme (MAFS) [referred to as visitors], who present themselves during the prescribed time (the timings and/or duration may be changed as and when considered necessary by the Bank). The BMC shall be available for consultation at his/her private clinic in urgent cases in respect of employees of the Bank at any time and charge as per Bank's Schedule of charges. This Schedule of Charges which is applicable to the Staff/Officers of the Bank would be made available to the BMC on request.
3. To provide the facilities referred to in paragraph (2) above to the relatives of employees who have been permitted to reside with them in the Staff/Officers Quarters and facilitate recovery of charges (as per Bank's prescribed rate) from the concerned employees for credit to the Bank's account.
4. To perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications he/ she may possess / acquire in future. It shall be the BMC's responsibility to ensure that the qualifications he/she holds or acquires in future do not restrict him/her in any manner from rendering the services required of a General Medical Practitioner. However, if as per any stipulation of the Indian Medical Association, the qualifications that are held/ acquired by the BMC, as the case may be, come into a conflict with Bank's requirement to work as a General Practitioner, he/she shall be required to ensure that **no** liability or responsibility on this account devolves on the Bank under any circumstances and the BMC shall indemnify and keep indemnified the Bank at all times against the same. Under such circumstances, the liabilities of the BMC will be that of an independent contractor and not that of an agent of the Bank.
5. In addition to the above, duties at the dispensary includes the following:
 - (i) Treatment of minor and major illness for which the employees and their dependents may call upon the BMC.

(ii) Treatment of emergency cases brought to the dispensary or in the Departments or in the Bank's premises or outside the Bank's premises and refer to appropriate Hospitals whenever called upon to attend, even when such necessity arises outside normal working hours.

(iii) Administration of all types of injections - The responsibility for administering all types of injections rests with the BMC for any untoward reaction. As a rule, administration of injections by the Pharmacists in BMC's absence is discouraged. The BMC will be required to train the Pharmacists to administer routine and simple type of injections when work is heavy.

(iv) Important dressings and minor surgeries are to be handled only by the BMC. If he/she is convinced that the Pharmacists have the requisite competence, routine dressings may be handled by them.

(v) In case of Cardio vascular or other major emergencies and accidents, the BMC should accompany the patient to the hospital, if he/ she is available at the location.

6. To visit any member of the Bank's Staff staying in the Bank's Quarters/ leased accommodation whenever required to do so by the Bank and submit a report on their health. For such visits, a visit fee will be paid as per Bank's schedule of charges.

7. To issue certificate in support of leave availed by the employees of the Bank on medical ground wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, after satisfying about the genuineness of the case.

8. To attend to the officers and members of their family at their residence when required by them and will be entitled to charge them a visit fee or consultation fee, as fixed by the Bank having regard to the local conditions. Such visit fee/consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges shall be levied by BMC for such visits.

9. If and when required to do so, the BMC will certify in such forms as may be prescribed by the Bank from time to time as to state about the health and / or fitness for service of any employee or any prospective employee who may be selected for appointment at any Office of the Bank.

10. To issue order forms (prescribed) on the approved chemists of the Bank for supply of special/costly drugs or injections required for curative purpose to the Bank's staff and forward copies thereof to the Bank for payment of the relative bills.

11. To use the BMC's good offices/contacts for securing hospital facilities in case any employee of the Bank or their family (for indoor Hospitalization under Direct Settlement Facility) requires it.

12. To inspect the office premises/Quarters once in a month and report whether they are kept in a sanitary and hygienic condition.

13. To do prophylactic inoculations for typhoid, etc. and vaccination for small-pox whenever necessary.

14. To submit an annual report as on the 30th June in the prescribed form on the general health of the Bank's staff.
15. To ensure proper storage of medicines and their distribution as well as maintenance of all necessary records for the purpose.
16. To advise on drug indents, and to counter-check the drug stock-balance and consumption.
17. To give professional opinion including reasonableness of the cost of treatment pertaining to the various items of medical claims as and when the referred to the BMC.
18. To assist the Establishment Section/ HRMD in scrutinizing the medical claims to arrive at their admissibility.
19. To decide the reasonableness of the period of stay of the employees in ICU / prolonged hospitalization.
20. To consult with the employees after Annual Health Check Up.
21. To interact with the Specialists of multi fields attached to various hospitals.
22. To monitor the patients intending to take treatment from any other centre by way of direct settlement facility.
23. The BMC shall be authorized to call for meeting of other BMOs/MCs for any operational / administrative purpose.
24. To attend to any other work assigned by the Bank from time to time relating to administration of Bank's Medical Facilities Scheme and Medical Assistance Fund Scheme including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.
25. For the services rendered by Bank's Medical Consultant, the remuneration is fixed at **₹1000/- per hour for the three years of contract**. The fixed remuneration is payable on monthly basis and out of the total monthly remuneration so payable, a sum of ₹1000/- per month will be treated as conveyance expenses. Further, reimbursement of Mobile Charges at the rate of ₹1,000/- per month will be provided. The Bank's Medical Consultant will not be eligible for any superannuation benefits viz. Pension, Provident Fund or Gratuity etc. No leave, perquisites/facilities would be admissible. If required to attend to the Dispensary on any public holiday, compensation @ ₹1,000/- per hour shall be paid. Taxes on the income would be deducted at source as per extant rates and Government notifications. No other facilities/perks will be payable to BMC.
26. In the event of the BMC absenting from duty, he/she shall be required to make substitute arrangements of doctor/s acceptable to the Bank viz., in terms of qualification and experience at his/ her own risk and cost.
27. The BMC will be under the administrative control of Chief General Manager, Reserve Bank of India, Belapur Office, Navi Mumbai – 400 614.
28. The BMC shall be required to adhere to the code of conduct given in [Annex -III](#).

29. The contract will be valid for a period of three years from the date of coming into force of the contract subject to acceptance of the above terms and conditions and adherence to the code of conduct of the Bank as given in [Annex-III](#).

30. The engagement is purely contractual and is on hourly basis. No claim shall lie for regular employment on that basis at any stage or for pay and perks payable to regular employees of the Bank.

31. OBC category candidates should have a valid certificate that he/she do not belong to the creamy layer.

32. Engagement of OBC candidates on contract basis is provisional and is subject to submissions of Certificate of Caste Validity claim/ Income and Asset certificate as the case may be, from the competent authority by the candidate. If the candidate fails to submit Certificate of Caste Validity/ Income and Asset certificate or if the verification reveals that the claim to belong to Other Backward Class or not to belong to 'creamy layer', is false, the services of such candidate shall be terminated forthwith without assigning any further reason and the Bank reserves the right to take such legal action as it may deem fit.

33. The Bank reserves the right to review the rate of remuneration from time to time and alter the duty hours and location of dispensary at its discretion in case it becomes expedient to suit administrative and operational requirements.

34. The contract can be terminated by either side by giving a notice of three months or three months remuneration in lieu thereof. During the notice period the BMC shall continue to discharge his/her contractual obligations unless specifically dispensed with by the Bank.

35. In case of any breach of the terms and conditions the Bank reserves the right to terminate the contract of the BMC forthwith without assigning any reason and without any claim for compensation.

36. Any dispute arising on account of the contract shall be subject to the exclusive jurisdiction of the Courts at Mumbai/ Navi Mumbai only.

Engagement of Bank's Medical Consultant (BMC) on Contract Basis with Fixed Hourly Remuneration – Code of Conduct

1. Every Bank's Medical Consultant (MC) shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control he/she may for the time being be placed.
2. Every Bank's Medical Consultant shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or to the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer of the Bank in the discharge of his/her duties.
3. No Bank's Medical Consultant shall contribute to the press anything relating to the affairs of the Reserve Bank of India without the prior sanction in writing from the Bank or publish any document, paper, or information which may come into his/her possession in his/her capacity as Bank's Medical Consultant of the Bank. The Bank's Medical Consultant shall also maintain patients' confidentiality and shall not share their profile with any outsider/third party. The confidentiality requirement shall be perpetual and shall survive after the termination of contract. The Bank's Medical Consultant shall indemnify and keep the Bank indemnified for any loss suffered by the Bank as a result of disclosure of any confidential information.
4. Every Bank's Medical Consultant shall serve the Bank honestly and faithfully and shall use his/her utmost endeavours to promote the interests of the Bank and shall show courtesy and attention in all transactions.
5. No Bank's Medical Consultant shall take an active part in politics or in any political demonstration or stand for election as member for a Municipal Council, District Board or any Legislative Body during their tenure.
6. No Bank's Medical Consultant shall become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated with, any trade union or a federation of such trade union or resort to, or in any way abet, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his/her terms and conditions of contract.
7. A Bank's Medical Consultant shall not absent from his/her duties without the permission from the Bank and without making alternate arrangement acceptable to the Bank during his/her absence. Such alternate arrangement shall not exceed five days at a time.
8. A Bank's Medical Consultant shall not outsource/sub-contract his/her service to any other medical professional.

9. A Bank's Medical Consultant shall –

- a. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may, for the time being, happen to be;
- b. not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his/her duties at any time is not affected in any way by the influence of such drink or drug;
- c. refrain from consuming, in a public place, any intoxicating drink or drug;
- d. not appear in a public place in a state of intoxication;
- e. not use any intoxicating drink or drug in excess.

Explanation: The term “public place” would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise.

10. A Bank's Medical Consultant shall not solicit or accept any gift from any employee/visitors to the Dispensary.

11. No Bank's Medical Consultant shall indulge in any act of sexual harassment of any woman including women employees at work place.

Explanation: For this purpose, "Sexual Harassment" shall include such unwelcome sexually determined behaviour, whether directly or by implication as:-

- a. Physical contact and advances,
- b. demand or request for sexual favours,
- c. sexually coloured remarks,
- d. showing pornography,
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature besides, all such definition/interpretation as applicable in the statute/laws.

12. The contract is liable to be terminated if a Bank's Medical Consultant is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

13. Bank's Medical Consultant shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. He/she shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.

14. The provision at para-13 shall apply with equal force to the referring, recommending or procuring by him/her or any person, specimen or material for diagnostic purposes or other study/ work.

15. The contract is liable to be terminated in case a Bank's Medical Consultant commits a breach of the code of conduct of the Bank mentioned above or the terms and conditions of the contract accepted by him/her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the Bank or in conflict with its instructions or is guilty of any other act of misconduct.